

Office of Human Capital

“Building tomorrow’s workforce today”



**Staffing/
Competitive
Placement**

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The merit systems principles consist of nine (9) fundamental precepts which guide the conduct of Federal Personnel management. They are the philosophic essence of various pieces of Civil Service reform legislation developed over the course of the nineteenth and twentieth centuries. Thus, these principles are implicit in laws, Executive orders, rules, and regulations for administration of the Civil Service, and they are the outcomes that the merit system seeks to achieve.

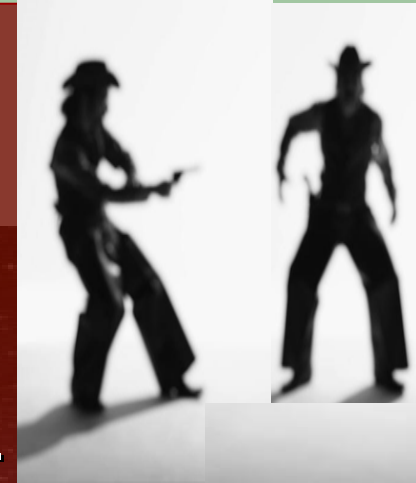


1. Recruitment shall be from qualified individuals from all segments of society, and employees are to be selected and advanced on the basis of merit after fair and open competition.
2. Employees and applicants are to be treated fairly and equitably, without regard to political affiliations, race, color, religion national origin, sex, marital status, age, or handicapping physical condition.
3. Equal pay should be provided for equal work and excellent performance rewarded.
4. All employees should maintain high standards of integrity, conduct, and concern for their interest.
5. The Federal workforce should be used efficiently and effectively.
6. Employees should be retained or separated on the basis of their performance.
7. Employees should be educated and trained when it will result in better organizational individual performance.
8. Employees should be protected from improper political influence.
9. Employees should be protected against reprisal for lawful disclosure of information in "whistleblower" situations (i.e. protect people who report things like illegal and or/wasteful activities)

The Spoils System



In 1881, J. Garfield attempted to make some appointments based on merit and was shot twice by C. Guiteau who was not a "happy camper". This ended the Spoils System.



The Civil Service Act of 1883 required that Federal positions be filled through fair and open competition. Merit, as a basis of hiring, was now guaranteed by law.



1883

Civil Service Act

Regulated and improved the Civil Service System

1950

Whitten Amendment

Established Time-in-Grade restrictions

1960

Aerospace Technology Classification system

Established separate standards for NAS scientific and engineering positions

1978

Civil Service Reform Act

Improved government efficiency and balanced management authority with employee protection
Established:
SES, PMRS, Merit principles, prohibited personnel practices

1939

Hatch Act

Limited political activity of Federal employees

1958

Government Employee Training Act

Authorized training to keep workforce effective

1972

Equal Employment Opportunity Act

Legislated equal opportunity for employment and advancement in the Federal Service

1944

Veterans Preference Act

Granted preference to veterans in hiring and retention

1990

Federal Employees Pay Comparability Act

Provided comparability with non-Federal salaries by comparisons in local geographic areas

1950

Promotion Program

Established requirements for selection from among best qualified candidates

1958

National Aeronautics and Space Act

Established mission of new civilian space agency including special staffing authorities

1978

Uniform Guidelines on Employee Selection

Established Federal position on selection procedures

- ❖ Title 5 of U.S. Code
- ❖ Title 5 of the Code of Federal Regulations
 - Chapter 23 – Merit System Principles
 - Chapter 31 – Authority for Employment
 - Chapter 33 – Examination, Selection, and Placement



❖ Internal Staffing

- Competitive Placement Plan
- Reassignment /Reassignment Bulletin
- Detail
- Career Promotion
- Change to Lower Grade



❖ External Staffing

- Competitive Appointment (Delegated Examining – DEU)
- Non-competitive Appointment
- Excepted Appointment



- ❖ Filling Vacancies
- ❖ Management Advisor
- ❖ Qualification Determination
 - OPM Qualifications Standards Handbook
 - NASA Publication NN100
- ❖ Recruiting
 - Develop and Execute Recruitment Strategies
 - Maintain College Relations
 - Paid Advertising


- ❖ Check Your Staffing Plan
- ❖ Position Description
- ❖ Request for Approval
- ❖ SF52 – Request for Personnel Action





Managers Guide to NASA Stars

<http://nasapeople.nasa.gov/references/default.htm>

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References

- Manager's Guide To The NASA Hiring Process
- Code of Federal Regulations (CFR)
- Regulations.gov
- Other NASA References
- NASA Desk Guides
- OPM References for HR Specialist
- Other Federal Sources
- Catalog of U.S. Government Publications
- e-News Sources

NSSC SERVICES



- ❖ Rating and Ranking
 - Job Analysis
 - Identify skills – 4 will be primary
 - Weighting and Referral Tool
- ❖ Referral List (Certificate) and Resumes
 - Noncompetitive
 - Competitive Placement Plan
 - Delegated Examining (DE)
- ❖ The Interview Process
 - Importance of the Interview
 - Techniques for Interviewing
 - Who Conducts the Interview
 - References?

Make your Selection

